

**FIELD REPRESENTATIVE,  
DEPARTMENT OF JUSTICE**



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

**DEPARTMENTAL PROMOTIONAL  
SPOT-SACRAMENTO**

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE** **August 17, 2012-** Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

**WHO CAN APPLY** Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.  
**NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

**HOW TO APPLY** Examination Application Forms (STD. 678) may be downloaded from the California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)). Applications must be mailed to or filed in person with:

**Mailing Address:**  
Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**  
Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 7th Floor  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

**SALARY RANGE** **\$4519-\$5453**  
The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST INFORMATION** A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **All applicants must meet the education and/or experience requirements for this examination by the final filing date.** All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

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MINIMUM  
QUALIFICATIONS

Either I

One year of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist III. **or**

Two years of experience in the California State Department of Justice performing duties in a class with a level of responsibility equivalent to that of a Criminal Identification Specialist II.

OR II

**Experience:** Four years of increasingly responsible experience performing criminal justice-related duties in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing duties comparable in level of responsibility to those of a Criminal Identification Specialist III or at least two years performing duties comparable in level of responsibility to those of a Criminal Identification Specialist II.) and

**Education:** Equivalent to completion of two years of college.

DEFINITION OF TERMS

The words “**performing duties in a class with a level of responsibility equivalent to...**” means the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

“**Equivalent to completion of two years of college**” means completion of the number of units typical of two years of college (60 semester units or 90 quarter units.)

POSITION  
DESCRIPTION

The Field Representative, Department of Justice, under direction, independently performs field liaison work between the Department of Justice and various local, State and Federal agencies concerning services provided by the Department of Justice; provides training to criminal justice personnel and others in the use of these services and in the timely and accurate submission of mandated information; conducts compliance inspection of firearms dealers, applicant agencies, and California Law Enforcement Telecommunications System (CLETS) users; conducts regulatory inspections of gambling establishments; facilitates installation of and training in the use of Live Scan terminals; and performs other related work.

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**EXAMINATION  
INFORMATION**

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The examination will consist of **Qualification Appraisal Interview** which will include the following exam components:

**In Basket Exercise**

Each competitor will be allowed time prior to the Qualification Appraisal Interview to complete the in-basket exercise. The Qualification Appraisal Panel will evaluate the competitor's response using a pre-determined rating and scoring criteria.

**Presentation**

As part of your Qualifications Appraisal Interview, you will be providing a presentation. You will receive the topic and instructions for your presentation when you receive your notice informing you of the date and time to report for your interview.

**Qualification Appraisal Interview (QAP)**

The QAP will consist of pre-determined job-related questions. Each competitor will be allowed time prior to the Qualification Appraisal Interview to review the questions. The Qualification Appraisal Panel will evaluate the competitor's response to each question using a pre-determined rating and scoring criteria.

**IN-BASKET EXERCISE/PRESENTATION/QUALIFICATIONS APPRAISAL INTERVIEW  
WEIGHTED 100.00%**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Training methods and techniques used to train criminal justice agencies, applicant/regulatory agencies, or licensees, in program information and data reporting procedures, requirements, statutes, and regulations.
2. Data reporting procedures, requirements, statutes, and regulations in order to identify problems, and develop solutions.
3. Developing and planning conferences, meetings, and training sessions.
4. Auditing principles and methods to verify compliance with various local, State, and Federal statutes and Regulations.
5. Laws, rules, and regulations relating to use and disclosure of criminal record or restricted information to verify compliance by various entities with local, State, and Federal statutes and regulations.
6. Policies and procedures relating to use and disclosure of criminal record or restricted information to verify compliance by various entities with local, State, and Federal statutes and regulations.

**Ability to:**

1. Follow both written and verbal instructions to complete assigned duties
2. Speak effectively to present reports or information to department management, the public, or local, State, and Federal criminal justice agencies, applicant/regulatory agencies, or licensees.
3. Identify problems and creatively strategize for solutions.
4. Serve as liaison between the department and other local, State, and Federal criminal justice agencies, applicant/regulatory agencies, or licensees to resolve or address problems or issues.
5. Apply creative thinking to the design of methods of processing information.
6. Make presentations using multimedia technology.
7. Reason logically in resolving complex problems.

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**SPECIAL PERSONAL  
CHARACTERISTICS**

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Demonstrated ability to act independently; flexibility; tact.

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**ADDITIONAL  
REQUIREMENTS**

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Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

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**VETERANS  
PREFERENCE CREDITS/  
CAREER CREDITS**

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Veteran's preference credits or Career credits **will not** be granted in this examination.

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## GENERAL INFORMATION

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)) California Department of Human Resources website at ([www.jobs.ca.gov](http://www.jobs.ca.gov)) and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 324-5039